



# City of Tempe

## HUMAN RESOURCES ANALYST

### JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	302	<i>FLSA Status:</i>	Exempt
<i>Department:</i>	Human Resources	<i>Salary / Hourly Minimum:</i>	\$62,249
<i>Supervision Level:</i>	Non-Supervisor	<i>Salary / Hourly Maximum:</i>	\$83,617
<i>Employee Group:</i>	CNS	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	HR Technician II+
<i>Safety Sensitive / Drug Screen:</i>	No	<i>EEO4 Group:</i>	Professionals
<i>Physical:</i>	No		

### REPORTING RELATIONSHIPS

Receives general direction from a Human Resources Manager or from other management staff.

May provide functional and technical direction to support staff.

### MINIMUM QUALIFICATIONS

<i>Experience:</i>	Two (2) years of human resources experience.
<i>Education:</i>	Equivalent to a bachelor's degree from an accredited college or university with major course work in human resources, personnel management, public administration, business administration, or a degree related to the core functions of this position.
<i>License / Certification:</i>	Professional Human Resources certification is preferred, such as: <ul style="list-style-type: none"><li>● PHR (Professional in Human Resources)</li><li>● SPHR (Senior Professional in Human Resources)</li><li>● IPMA-CP (Certified Professional in Human Resources)</li><li>● CCP (Certified Compensation Professional)</li><li>● CBP (Certified Benefits Professional)</li><li>● CEBS (Certified Employee Benefits Specialist)</li></ul>

### ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To perform a variety of professional, technical and analytical work involved in the implementation of the City's Human Resources programs, including; recruitment, testing and selection; classification and compensation;

program and policy development; employee relations, employee benefits and/or assigned special projects; and to provide information and assistance to City staff and the public.

## OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Coordinate and work with human resources programs, such as recruitment/selection, compensation, employee benefits, retirement, leave management, HRIS support, etc.
- Responsible for program compliance with current Personnel Rules and MOU's; review and recommend changes to programs and/or policies as needed. Maintain proper supporting documentation; monitor and address any compliance requirements.
- Review, analyze, and manage HRIS data relating to areas of assignment including active involvement with HRIS system integration of any related modules; assist in the development of technology solutions for program processes.
- Provide counsel, direction, and information to management, supervisors, and employees pertaining to area(s) of assignment.
- Develop curriculum and/or plan, organize and conduct training sessions for City employees on various human resources topics.
- Perform related duties as assigned.

### **When assigned to Employee Benefits:**

- Create and coordinate communication of benefit program provisions, through the HR website, new hire orientations, printed materials and other channels.
- Respond to questions, concerns and inquiries from a variety of parties including management, employees, retirees, dependents, providers, and vendors; resolve problems involving benefit program provisions, discrepancies, and contracts; gather and compile survey data results.
- Track and record as necessary any benefit program expenses and reconcile any related payments, premiums, transfers or other related financial transactions.

### **When assigned to Employment Services:**

- Provide assistance with personnel issues; such as participating in investigations, analyzing and recommending solutions to resolve basic employee concerns and issues.
- Plan and implement recruitment and selection programs; oversee the establishment, preparation and maintenance of eligibility lists; advise panel members on the selection criteria; and respond to appeals over qualifications and hiring decisions; ensure compliance with related federal, state, and local regulations.
- Assists with job evaluation including job classification audits, compensation surveys, preparing and revising job specifications, recommends classification and pay range adjustments.

## PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Work in a stationary position at desk or at computer for considerable periods of time;
- Operate computers, calculators and other office machines;
- Extensive reading and close vision work;
- May work alone for extended periods of time at the office;
- May require working extended hours.

## COMPETENCIES

CLASSIFICATION LEVEL	INCLUDES	COMPETENCIES
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision

*For more information about the City of Tempe's competencies for all classifications:*

[City of Tempe, AZ : Competencies](#)

## JOB DESCRIPTION HISTORY

*Effective November 1988*

*Reviewed October 1995*

*Revised April 2001*

*Revised October 2003 (Reclassification)*

*Revised May 2007 (Update MQ)*

*Revised October 2011 (Update duties and MQs)*

*Revised February 2013 (Update duties)*

*Revised January 2014 (Update duties and MQs)*

*Revised October 2017 (Update purpose statement, duties and MQs., removed flex status, incorporated "Program Coordinator" classification)*